



Standing Rules 2018-2019

1. The unit will operate in accordance with the Virginia PTA and National PTA bylaws, as well as the Matoaka PTA Bylaws.
2. Executive Board meetings will be held **at least four (4) times**, during the school year, unless otherwise specified by the Executive Committee.
3. General membership meetings will be held **five (5) times per year** as per the Bylaws. General members will be given **at least two weeks' notice** of these meetings.
4. General members and other members of the public may attend any Executive Board meeting, however, Executive Board members are the only persons permitted to vote on motions brought forward at an Executive Board meeting. In the event that a chairperson position is occupied by two or more co-chairs, those persons may only have one vote on any motion.
5. The order of business for meetings of this unit shall contain:
 - a. Call to order
 - b. Quorum/Sign In
 - c. Approval of minutes
 - d. Welcome
 - e. President's Report
 - f. VP Reports
 - g. Treasurer's Report
 - h. Secretary's Report
 - i. Principal's Report
 - j. Committee Reports
 - k. Unfinished Business
 - l. New Business
 - m. Adjourn
6. Housekeeping rules for all meetings:
 - a. Please wait to be acknowledged by the President, or current speaker, before speaking
 - b. Only one person speaks at a time
 - c. Please limit side conversations
 - d. Each speaker will be given a maximum of 3 minute intervals to speak on a given topic.



- e. Equal opportunity to address the topic will be given to all before a second opportunity to speak is given to a speaker.
 - f. Each topic will be given a maximum of 15 minutes for discussion. If the topic cannot be resolved within 15 minutes, the topic must be motioned to continue or will be tabled.
7. The Secretary shall maintain hard copies of all meeting minutes in the Secretary Procedure Book and the PTA Binder in the PTA cabinet along with the current bylaws, current budget and current audit. An electronic copy of all minutes will be posted on the PTA website.
 8. The agenda for each meeting will be distributed electronically to all board **members at least five (5) days prior** to the monthly executive board meetings or general membership meeting. Officers/committee chairpersons who wish to be included on a monthly agenda are asked to notify the President one week prior to the respective meeting. Exceptions to this may be made in the event of unexpected or late-breaking issues that need to be added to the agenda.
 9. If requested by the Secretary, all Officers/Chairpersons included on a meeting agenda, shall submit a written report to the Secretary in a timely manner after the meeting to be included in the minutes. In the event an officer/chairperson cannot attend a meeting, he/she is asked to designate another board member to on their committee as needed.
 10. PTA Chairpersons are asked to **submit a Budget & Plan of Work Proposal to the President by September 15th**. This proposal shall include an outline of the planned work of each respective committee, including dates when possible, as well as a tentative plan for spending the approved budget for the committee. Chairpersons are expected to report to his/her respective Vice President or the President throughout the year and notify these persons of changes to the proposed plan as they arise.
 11. PTA Officers and Chairpersons are responsible for maintaining procedure books (binders). These procedure books shall include a copy of the current Bylaws, Standing Rules, and any information pertinent to an officer's duties or a specific committee. These procedure books, with a written report on the work of the committee for that year, shall be turned in at that last board meeting of the year, so that they may be given to those persons taking over respective officer and committee positions for the upcoming year. Procedure Books may also be created in electronic format.
 12. The President and/or Vice Presidents and Principal shall approve all event dates prior to publication of the event to the general membership, school, and/or community.
 13. Committee chairpersons shall report on all committee matters to their respective Vice President and/or the President. In general, direct communication with the Principal should be limited to members of the Executive Committee. In the event of exceptions to this rule, the President



and/or the appropriate Vice President shall be notified of/copied on any direct communication to the Principal made by a committee chairperson.

- a. All communication materials (flyers, newsletter, letters, etc.) distributed from the PTA shall contain the PTA logo and/or letterhead.
 - b. The Executive Committee shall approve, in advance, any communication or materials distributed to the outside media.
14. Any office/chairperson shall return to the President, all procedure manuals, notes, correspondence, etc. in the event of resignation or removal of the office/committee.
15. Any office/chairperson may be declared vacant if that person misses **three (3) consecutive meetings** without communication with a member of the Executive Committee.
16. The Executive Committee has the right to ask for an officer/chairperson for their resignation if they do not adhere to the bylaws, standing rules, or are deficient in their assigned volunteer duties. If the officer/chairperson does not resign, the grievance will be forwarded to the executive board. The executive board may remove the officer/chairperson from the board by 2/3 vote of the seated executive board.
17. The Standing Rules shall be adopted annually at the first executive board meeting by a majority vote of those member's present. The standing rules may be amended at any executive board meeting by a majority vote of the seated board.

Financial Rules

1. Each committee chairperson may spend up to, but not exceed, their approved budget, with an approved Plan of Work from the Executive Committee or President. If a need arises, within a committee, that requires an amount over the approved budget up to \$300, the chairperson must present that request to the Executive Board for approval.
2. No debit cards shall be associated with any PTA accounts.
3. No blank checks shall be written or signed upon PTA accounts.
4. Reimbursement Procedures:
 - a. Receipts are required to accompany the Reimbursement Form. Reimbursements should be submitted to the Treasurer for approval and reimbursement.
 - b. Lost reimbursement check procedure - If the check is for an amount less than \$40, no reimbursement. If the check is for an amount greater than \$40, we will deduct the \$40 stop payment fee from the amount of the reimbursement.



Matoaka Elementary PTA
Home of the Cardinals



- c. Late reimbursements - All requests for reimbursements must be submitted, with documentation, by the end of the fiscal year.
5. Money collected at the school shall be counted by two Board members, using the deposit register form, and immediately taken to the bank for deposit or placed in the PTA lock box until the treasurer, or her designee, picks it up for deposit.
6. The President is the only authorized signature on all contracts/agreements.
7. Executive Board members attending an approved training event/conference on behalf of the PTA may be reimbursed for the following: training registration cost, lodging (if two or more members share a room), parking, tolls, meals not paid for by the training (per diem rate for the state will be applied), and mileage (per IRS regulation). In order to receive the above reimbursements, the board member must present all receipts to the Treasurer, along with a Reimbursement form, within 30 days of the training event.
8. Executive Board members attending a training event/conference on behalf of the Matoaka PTA agree to actively participate and adhere to the schedule when possible. Upon non-participation or failure to attend an event, the member agrees to reimburse the PTA the full cost of registration and any hotel and/or other travel related expenses already paid for by the PTA. Payment must be made within 30 days of the event.

Adopted: _____